



Croydon High School GDST
Senior School Coursework Policy
(GCSE/IGCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Responsibility: Deputy Head (Academic)
Last review: July 2021
Next review: July 2023

- Heads of Department have the responsibility of obtaining coursework task details from the exam boards;
- The Head of Department should choose the most appropriate time for the coursework to take place, taking into account the accommodation and resources required. This should be communicated to the Deputy Head (Academic), the Data, Examinations & Assessments Officer and the candidates in good time to allow for any necessary planning;
- The coursework may take place during timetabled class time;
- All staff must be made aware of the relevant level of control permitted (high, medium or low) by their Head of Department as this will determine the level of permitted supervision (e.g., high control means that pupils are under exam conditions). Such levels of control should be monitored by the relevant Head of Department;
- Each pupil is required to keep a file/diary where they note the guidance and feedback received from their teacher. The file should also contain a record of the research and planning stage with notes, diagrams, essay plans and bibliography as well as a record of time spent on the internally-assessed coursework under the different levels of control;
- All coursework materials must be securely stored until all results have been verified;
- If a pupil is absent, the teacher must allow that pupil the chance to make up the time if necessary. To facilitate this, attendance records from assessment sessions should be kept by the class teacher;
- For long absences, special consideration should be applied for via the Data, Examinations & Assessments Officer;
- Entries for coursework must be made at the appropriate time via the Data, Examinations & Assessments Officer;
- Where the specification permits pupils to work with others, e.g., during Geography fieldwork, any descriptions of the joint work must be in each candidate's own words;
- Standardisation of marking must take place in school if more than one teacher is involved in the assessment process;

- If suspected malpractice occurs, the Data, Examinations & Assessments Officer and Deputy Head (Academic) must be informed at the earliest opportunity;
- If a pupil's work is lost within the school, this must be reported to the exam board;
- Authentication forms must be signed by teachers and candidates;
- Access arrangements apply to coursework and this process should be referred to the Data, Examinations & Assessments Officer who holds all the necessary documentation;
- Examination Board deadlines for submission of assessment marks must be adhered to. Details are readily available from the Examination Boards. If there is any doubt, Heads of Departments should consult the Data, Examinations & Assessments Officer.

Reviews of marking of internally assessed coursework (GCSE/IGCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Croydon High School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Croydon High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

- Croydon High School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the Centre's marking before marks are submitted to the awarding body;
- Croydon High School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the Centre's marking of the assessment;
- Croydon High School will, having received a request for materials, promptly make them available to the candidate, either originals viewed under supervised conditions or copies;
- Croydon High School will provide candidates with sufficient time, normally at least five working days, in order to allow them to review copies of materials and reach a decision;
- Croydon High School will provide a clear deadline for candidates to submit a request for a review of the Centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing;
- Croydon High School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline;
- Croydon High School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review;

- Croydon High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre;
- Croydon High School will inform the candidate in writing of the outcome of the review of the Centre's marking;
- The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional. As such, any change to marks carried out by the examination board is not covered by this policy.

Subjects with internally assessed coursework

Subject	GCSE	A Level
3D Design	Internally marked – external moderator visit 60%	Internally marked – external moderator visit 60%
Art	Internally marked – external moderator visit 60%	Internally marked – external moderator visit 60%
Biology, Chemistry, Physics		NEA internally marked – either pass or fail
Drama	Internally marked – external moderator visit 40%	Internally marked – external moderator visit 30%
English (Language & Literature)	Internally marked, externally moderated 25%	Internally marked – externally moderated 20%
EPQ		Internally marked, externally moderated (in Lower Sixth) 100%
Geography		Internally marked, externally moderated 20%
History		Internally marked, externally moderated 20%
Music	Internally marked, externally moderated 60%	Internally marked, externally moderated 60%
PE	Internally marked, externally moderated 40 %	Internally marked, externally moderated 30%

Please note: French, German & Spanish have externally-assessed oral examinations at both GCSE & A level.